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15 October 1970

MEMORANDUM FOR: DDS Projects Director

SUBJECT

: Reports Inventory

REFERENCE

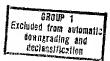
: Memo, dated 28 August 1970 to

DDS Components, Subject: Improving Federal Reporting and Reducing Related

Paperwork

- Attached is the inventory of reports prepared by the Office of Security.
- 2. Costs shown other than the computer produced reports are direct costs and are based on the best estimates that could be derived. Every effort was made to follow the guidelines which accompanied reports inventory Form 142.
- 3. Only those reports considered under the present criteria are listed. No list was made on those reports excluded from the inventory.
- 4. A review of the summary shows an overall total of 128 reports costing an estimated \$167,179.98 requiring 20,698 hours and 13 minutes man-hours.

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5. If further information is required, please advise.

	Signed	
L.		25X1
L OS	Inventory Officer	

Attachment

Distribution:
Orig & 1 - Addressee, w/att

25X1